

MANUAL

FOR THE USE OF THE

Missionaries and Missionary Candidates

OF THE

United Evangelical Church

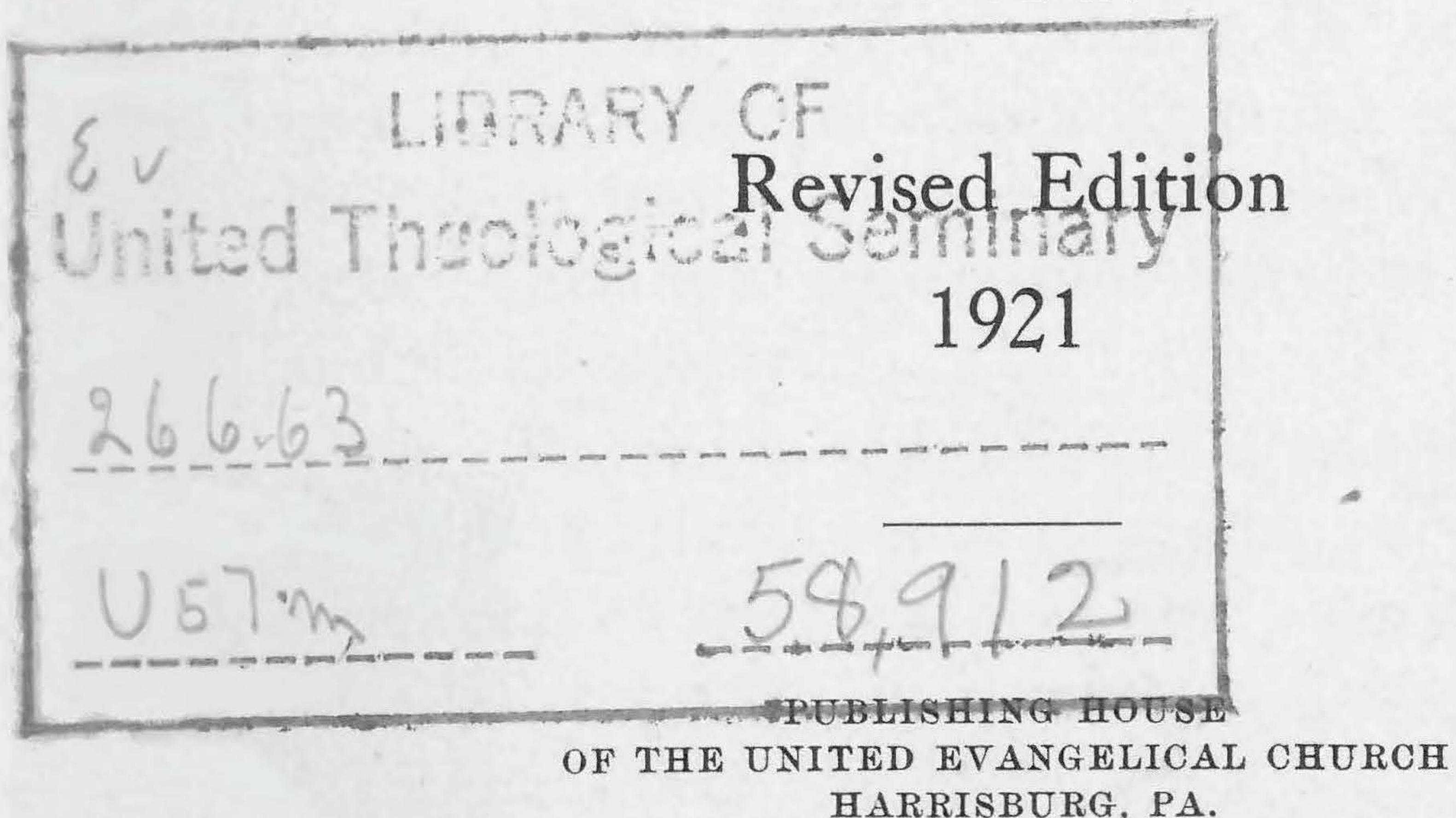
Revised Edition

1921

PUBLISHING HOUSE
OF THE UNITED EVANGELICAL CHURCH
HARRISBURG, PA.

Ev.
266.63
U 57-m
C.L.

MANUAL
FOR THE USE OF THE
Missionaries and Missionary
Candidates
OF THE
United Evangelical Church



Candidates for Missionary service and missionaries in service are earnestly advised to familiarize themselves with the Manual. This will help to guard against confusion and misunderstandings and will aid in facilitating the administration of the work.

It is desired that those who offer themselves for missionary service, shall do so under a conviction of being divinely called to it; seeking the divine approval and being willing to make sacrifices and be ready to endure privations and hardships.

Harmonious and pleasant relations and co-operation between the members of the Board, its executive officers and the missionaries, and a like relation among the missionaries are not only highly desirable, but are considered essential to the welfare of the work; but we believe that such relations depend far less upon formal rules than upon those Christian graces that are set forth in the Scriptures, especially the grace which begets forbearance, meekness, kindness and Christian love.

Appointment of Missionaries

1. Persons desiring appointment as missionaries are expected to answer a series of personal questions as to health, Christian experience, etc., provided for candidates, and to undergo a medical examination by the family physician, and when deemed necessary, by a physician designated by the Board. Also in a letter of application to state briefly: their religious history; motives for desiring to engage in the work of foreign missions; experience in active Christian service; whether they expect to go married or single; and furnish any other information which the Board ought to have, bearing upon their appointment.

It is most desirable that those appointed as missionaries should have the same general qualifications which make a Christian worker useful and successful at home; that they should be approved as winners of souls, and that they should possess deep piety of life and spiritual power. It is also desirable that candidates shall

have a thorough educational training for the class of work they are expected to do. Names should be furnished of those who can speak of the candidates' qualifications in these regards.

2. In addition to this, those seeking appointment as **ordained missionaries**, will be required to furnish their standing in their conference examinations and also a recommendation from their Presiding Elder and Bishop as to their qualifications for missionary work. It is expected that such candidates should have had some experience in personal evangelistic effort.

3. Those desiring appointment as **medical missionaries** (both men and women), in addition to the general requirements and qualifications specified in § 1, must furnish testimonials, especially from the pastor of the church to which they belong, as to their Christian character, soundness in the faith and adaptation to missionary work: also recommendations from competent persons, such as their teachers, as to their literary qualifications, and from their medical professors and others as to their professional attainments.

Unordained men, other than medical missionaries, applying for appointment, are required to furnish similar testimonials, except the certificate of professional qualifications; especially letters bearing upon their qualifications for the form of missionary work proposed.

4. Single women, including physicians, ought **Single Women.** to make their application for appointment through the Woman's Board. Such applicants are expected to furnish the information required in § 1, and recommendations from their pastor as to their literary qualifications, Christian character, soundness in the faith, practical experience in Christian work, aptness to teach the Bible, and adaptation to the form of missionary work contemplated.

5. The wives of missionaries are regarded as **The Wives of Missionaries.** associate missionaries, uniting with their husbands in desire and effort to give the Gospel to the unevangelized. It is expected that, so far as is consistent with their strength and household duties, they will learn the language and take part in missionary work. Wives of men seeking appointment, or women expecting to become wives of missionaries, are expected in a personal letter to give some account of their religious experience

and their interest in the cause of foreign missions; also to furnish satisfactory testimonials as to their Christian character (usually from the pastor of the church with which they are connected), their experience in Christian work, and the educational advantages they have enjoyed; also to answer the series of personal questions and to undergo the medical examination provided for in § 1.

6. Justice and kindness alike require that in all **Testimonials.** cases testimonials be full, discriminating and impartial. They should be sent directly to the Board by those writing them, and will be regarded as private and confidential.

7. It is required that applicants for appointment shall personally meet our **Interview With Officers.** Corresponding Secretary whenever possible, so that in addition to the statements and testimonials furnished, there may be the advantage of a personal interview. It is believed that this will furnish an additional bond of sympathy and mutual interest. In the case of single women it is required that they shall meet some of the officers of the Woman's Board, and, whenever possible, our Corresponding Secretary.

8. Wherever possible, without a severe tax on **Outfit.** the families of outgoing missionaries, it is desirable that the outfit be provided without drawing on the Board's treasury. Where this cannot be done, the following grants are made, in whole or in part, as may be deemed necessary by the missionaries under appointment:

To an unmarried missionary,\$200

To a man and his wife,\$400 except where, by vote of the Mission and approval of the Board, smaller grants may be agreed upon. The outfit allowance is to be used for the purchase of clothing, household goods, and whatever will help to properly equip the Missionary. This allowance is payable within three months of the time of departure to the field.

An outfit list can be had by applying to the Corresponding Secretary.

9. There will be provided for a medical **Medical Outfit** missionary, whenever necessary to supplement the outfit existing at the Station to which he may be assigned, an allowance for the purchase of a surgical outfit. The amount of this allowance will be determined by the Board after consultation with the medical missionary and the Superintendent of the Mission. On withdrawal of missionary physicians

from connection with the Board, all such outfits shall be reported to the Board and turned over to the Station Treasurers to be held subject to the Board's instructions.

10. New missionaries shall on their arrival on the field, or as soon thereafter as possible, render to the Mission Treasurer (who shall keep a copy on file), and through him to the Corresponding Secretary of the Board, a list of outfit purchases made by them with the outfit allowance provided by the Board, together with the prices paid. This list to be itemized, save that clothing, including underclothing, hose, shoes, dresses, etc., can be classed in one item as personal clothing.

Medical missionaries shall as soon as possible after arriving on the field, in a similar manner file an inventory of purchases made with the medical outfit allowance, and also keep a list of available purchases of instruments and hospital furnishings made from the earnings of the hospitals under their charge.

11. Should a missionary retire from the field after a service of three years or less, for any other cause than that of failure of health, it is expected that an equitable return of the outfit allowance will be

made to the Board, due regard being had to the expenses incurred and services rendered.

12. The Board pays the expense of the journey **The Journey.** from the home of the missionary to his Station by a direct route. Should any missionary wish to deviate from this direct route and there be no reason to the contrary, he shall receive a sum equal to the expense of the direct journey as estimated by the Board at the time. The Board pays freight and customs duties to Missions outside of the United States to the extent determined by the Board.

The freight allowance for new missionaries is two measured tons for a single missionary, and four measured tons for married missionaries. One cubic or measured ton is equal to 40 cubic feet.

Each missionary is allowed 100 pounds as baggage in excess of the amount carried free by the railroads, from his home to the place of embarkation. The usual allowance on steamers is 250 or 350 pounds.

13. All our missionaries are instructed to secure passports before leaving the home-land, as exigencies may arise at any time in any foreign country in which a passport would be of great service. We also advise all missionaries to reg-

ister in the United States Consulate in the country to which they have been assigned.

14. Assignment by the Board is usually to the **Assignment to Field.** mission. The Board may, however, appoint a missionary for a specific work. New Missionaries are expected to comply with all the regulations of the mission and station to which they may be assigned by the Mission.

Missionaries and Their Work

15. The salary of missionaries varies according to the expense of living. The general idea on which it is fixed is that of giving a comfortable support to the missionaries while they continue under commission of the Board on the Mission field. Usually a house is provided or house rent paid. In addition to his own salary, a married man is given an allowance for each child. The salary of a married man while remaining at his post while his wife returns to the homeland shall be the same as that of an unmarried missionary.

16. The salary of Missionaries shall begin when they sail for the field. While at home on furlough it shall be the same as on the field, and shall also cover the time of journey to and from the field. The Board Treasurer shall pay the furlough salary as also the salary covering the journey.

17. In the case of a missionary left a widower with children and keeping house, and of a widow similarly situated, the salary shall be specially arranged in view of all the circumstances.

18. The appointment of missionaries contemplates SERVICE FOR LIFE, if **Term of Service.** the Lord will. Occasional furloughs, however, are in complete accord with such service. The change afforded tends to preserve or restore the health and energies of the missionaries, and their presence in the churches at home increases interest in Mission work. Missionaries shall be allowed a furlough after each term of seven years' continuous service in the Mission field; but in the case of single women their first furlough shall be after a term of six years, if they desire. The furlough in each case shall begin at a suitable time of the year after the expiration of the full term of service. Any other leave of absence should be by vote of the Board on recommendation of the Mission, except where a critical condition of health does not admit of delay, in which case the approval of the Mission will be deemed sufficient; the action to be promptly reported to the Board with medical certificate. In Missions where exceptional conditions of climate render a shorter term of service necessary, the length of such term shall be determined by the Board after correspondence with the Mission.

19. Furloughs in all ordinary cases are for **Furloughs.** *one year only*, in addition to the time required for a direct journey to and from the field. As these furloughs should be extended by the Board only for imperative reasons, great care ought to be taken in fixing the time of departure from the field, so that risks of climate may not interfere with the return at the expiration of the year. The approximate date of departure from the field should be fixed at a regular meeting by the Mission and reported to the Board. If it cannot be fixed at a regular meeting, it should be arranged by circular letter or by the Executive Committee.

The vastness of the field and the comparatively small number of laborers, the urgent importance of every available missionary being at his post, the serious interference with the work which furloughs necessitate and the additional burdens which they lay upon already overworked colleagues as well as their costliness, and the criticism, however unwarranted, which they frequently cause in this country, render it desirable that furloughs should be limited to the reasonable necessities of each case.

In cases where a missionary shall have been on the field longer than the usual term, and his wife

for a period shorter than the term or vice versa, it shall be allowable to fix the minimum term of service at a medium or average point for the two.

Missionaries when they arrive at home on furlough are to have a thorough medical examination, and a sufficient portion of their furloughs is to be spent in rest and recuperation to insure their return to the field in the best physical condition.

The Board cannot assume the responsibility of bringing missionary families home to the United States on account of the health of children unless considered imperative by the entire medical staff and the Executive Committee of the Mission.

20. As furloughs, while primarily contemplating the health of the missionary, have reference also to the advantage of the mission cause in the Church at home, it is desirable that they be spent in the United States. Any missionary wishing to spend part of the furlough in foreign countries is expected to correspond with the Board with reference to the time to be so spent and the date at which the home allowance shall begin.

21. When leave of absence has been granted, the Board defrays the expense of the jour-

ney by the usual direct route from his station to the home of the missionary in this country. The alternative proposition of § 12, regarding journey to the field, is available for the home journey as well. Application to deviate from the direct route should be made to the Board or the Executive Committee through the Mission. One measured ton of freight, without custom duties, is allowed each adult and one-half ton for each child, and one hundred pounds of excess baggage on railroad lines.

In returning to the field after furlough the same rules apply as to coming to this country.

22. Arrangements for the home journey should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Mission Treasurer through accredited agents of the Board.

23. Missionaries in returning home should bring a statement of accounts from the Mission Treasurer and Station Treasurer; such statement to cover the allowance and other accounts, and funds furnished for traveling expenses. As soon as possible after arriving in the United States they should at once send to the Treasurer a full statement of traveling expenses; also home address.

24. It is expected that missionaries while in **Work at Home.** the United States will avail themselves of all reasonable opportunities to arouse the zeal and interest of individuals and organizations in the mission work. The interests of the work as a whole, however, require that no effort should be made to secure funds for any object not approved by the Board.

The Board defrays the traveling expenses of missionaries visiting ecclesiastical bodies or churches in this country at its request, when the expenses are not otherwise paid.

Missionaries coming home on furlough shall immediately, upon their arrival in this country, confer with the Corresponding Secretary. They shall be subject to the direction of the Board, or of the Executive Committee; provided, however, that the first two months shall be at their disposal for rest, and for visiting relatives and friends.

25. For satisfactory reasons the furlough may **Extension of Furlough.** be extended, but at the end of the time agreed upon, if the consent of the Board is not given, payment of allowance and other expenses will be discontinued, and at the end of the second year

the connection of the missionary with the Board will be terminated, except in special cases.

26. Such brief vacations on the field as may be necessary for the best interests of the mission force are to be determined both as to time and length by the Mission. During the heat of summer, missionaries may be given leave of absence by the Mission for one month when possible. Time will be reckoned from the time of departure from the Station to the return. In arranging for this summer vacation it is necessary for the missionaries to confer with the Executive Committee of the Mission, so as not to leave their stations without foreign supervision any longer than necessary.

27. At stations where medical missionaries are laboring under commission from the Board, they are regarded as the physicians of the missionary families connected with the Board, to render service to them without charge. In all cases of medical treatment the Board deems it wise that our missionaries go to our own hospitals for treatment if at all possible to do so. If they go to other hospitals they are expected to pay the expenses. In cases where it is impossible to take

missionaries to our own hospitals an allowance for expenses shall be made by the Mission after conferring with the Board. Drugs and all medical supplies of any kind are to be paid for at cost price by those receiving them.

The Mission Treasurer is instructed to pay all bills for the services of physicians in cases of illness of our missionaries; all other expenses shall be paid by the missionary except when the Board makes a special grant upon the recommendation of the Mission. It is understood that the physician's fees shall not exceed the scale of charges agreed upon by the physicians at Kuling. In case a larger fee is demanded, the Board will only consider the claim upon recommendation of the Mission, which must be accompanied by a full explanation and statement of the facts in the case.

28. The ability to read, but especially to speak **Knowledge of the Vernacular.** the native language, is an indispensable qualification for missionary service. To aid in securing this all new missionaries are to be examined in the required course of study every six months during the first, second and third years of service, and at such other times as the Mission may deem wise, as to their knowledge of the native tongue, and to report the result to the Board.

As a rule those who, after fair trial, are unable to master the language of the people among whom they labor, will not be continued in commission.

The Executive Committee of the Mission shall constitute the examining Board. The examinations shall cover the prescribed studies of the previous six months. In marking, the examiners will take 100 as the standard, the marks to be assigned as follows: knowledge of characters, 30; translation of Chinese into English, and of English into Chinese, 20; sight reading, 20; use of vernacular in conversation and set address, 30. Anyone who fails to reach a marking of 75 shall retake the examination within three months.

During the first year the student is not to engage in any work that will hinder the study, and during the second year the mornings should also be kept free for study. In case it should be necessary to deviate from this, permission can be obtained from the Board of Examiners.

A Chinese teacher will be provided for the student for the first three years only. Examinations are to be taken when due; but in case of time lost through sickness, an extension of time will be allowed. The Superintendent will provide each student with the prescribed course of study.

Missionaries in attendance at the Nanking Language school shall receive in addition to their regular allowance for salary, an allowance for expense of tuition.

29. The missionary while in connection with Remuneration for Outside Work. The Board will give his time and strength to the work of Foreign Missions under the general direction of the Mission, and in accordance with the provisions of the Manual. If, with the express sanction of the Mission and the Board, he shall temporarily undertake work not under the care of the Board, any sum of money paid for such work shall be turned into the treasury of the Mission and reported to the Board, except with the approval of the Mission and the explicit consent of the Board to the contrary. Where the regular work is a source of revenue, such as medical fees, etc., the amount received shall be similarly reported.

30. The support of superannuated and sick Pensions. The support of superannuated and sick missionaries will be determined by the Board; but if missionaries when aged and infirm remain in the field with the approval of the Mission and the Board, they shall receive a stated allowance because of such service

as they may be able to render and the good influence of their Christian example, counsels and prayers.

31. Any one desiring to withdraw or resign
Withdrawal **from Service.** from the Mission should send his request to the superintendent who shall forward it, together with the judgment of the Mission regarding it, to the Board, or to the Executive Committee of the Board. In the event of withdrawal from missionary service for reasons considered sufficient by the Board, it will defray the expenses of the journey to this country, provided said journey be made within a year from the date of withdrawal, and may make a grant of funds to meet present exigencies in cases of special need.

32. In case a medical missionary or a woman who has given herself to the missionary work withdraws from service, special arrangements must be made with the Board, through the Executive Committee of the Mission.

33. The Annual allowance for children of mis-
Allowances for **Children.** **sionaries shall be as follows;** for each child up to six years of age, \$100; from six to fourteen years, \$150; from fourteen to eighteen years, \$200; provided however that when a child

continues in school this allowance shall continue until twenty-one years of age. When a child attends college in the United States there shall be an additional allowance of \$50 a year.

The following limitations are made:

- (a) Not more than \$900 shall be paid to any one family for children in a given year.
- (b) The Allowance ceases when a child enters remunerative employment.

The furlough allowance shall be the same as the field allowance.

This grant ceases when the missionary ceases to be connected with the Board, but it is continued within the same age limits to the children of a missionary who may have died in the service.

If children of missionaries desire to take a college course with the view of becoming missionaries, the Board shall meet the expense of such a course in one of the colleges of our own church.

34. The Board defrays the expense of the journey of the children of missionaries to this country under the age of eighteen; but it does not engage to meet the expense of their return after the age of sixteen to the country from which they came unless they go out as missionaries under appointment by the Board.

35. The Board respectfully counsels missionaries that when practical and expedient, their children should be placed in the immediate charge of relatives or friends to be educated in one of the schools under the supervision of our church. In any case, the Board does not assume any responsibility for missionaries' children beyond doing everything in its power to aid the parents in making satisfactory arrangements.

36. The Board reserves the right of recalling **Right to Recall.** missionaries or of revoking their appointment for sufficient reasons, which are to be of record and to be submitted to the General Conference, with the minutes of the Board. When the usefulness of any missionary is open to serious question on the field in which he has been laboring, it shall be the duty of the Mission to make proper investigation and to report its judgment to the Board. After the connection of missionaries with the Board has been terminated, no payments of money on their account will be made unless by special agreement.

The Mission

37. In general a Mission shall consist of all
The Mission. foreign missionaries under appointment by the Board of Missions within certain specified territorial limits. Any missionary shall be entitled to vote after he or she shall have passed as many language examinations as the Mission shall require.

38. All the powers and rights of the Mission
Powers of the are derived from the Board of Mission as set forth in this Mission. Manual or in special acts of the Board. It is understood that rights and powers once granted to the Mission will not be withdrawn without due notice having been given to the Mission. The Mission shall, in general, have authority to conduct the work within its limits as it deems wise and desirable; but no new station shall be opened, no new work undertaken, and no old work enlarged in such a way as to call for a material increase in appropriation or in workers without the approval of the Board of Missions. The Board of Missions grants the Mission the power;

(a) To elect its own officers, but the treasurer must be approved by the Board of Missions;

- (b) To transfer to its officers or committees any rights, powers or duties which have been conferred upon it by the Board;
- (c) To require such statements and reports from its officers, committees and individual missionaries as may be required for transmission to the Board or for its own information;
- (d) To assign and, in general, to supervise the work of individual missionaries so as to secure unity of effort, harmony in work and efficiency in service.
- (e) To consider for approval or disapproval requests from the field to the home Board requiring a Board action;
- (f) To prepare and present for the consideration of the home Board an annual estimate of the amount of money needed to carry on the work of the Mission, as no request for an appropriation will be considered by the Board unless it has first been presented to the Mission or its Executive Committee as hereinafter stated;
- (g) To fix the time and place for holding the annual and special meetings of the Mission and to make such rules and by-laws as may be required to facilitate and make effective the work of said meetings;

(h) To make such rules and regulations for the carrying on of the work, and for the conduct and discipline of the workers as may be required to advance the cause of Christ in the field assigned to it by the Board.

39. The Board of Missions requires of the **Duties of the Mission** Mission the performance of the following duties;

(a) To supervise and care for the work within the territorial limits assigned to it, to decide questions of policy and methods of work and so to conduct the work that the Gospel may be preached more effectively and the Church of Christ be built up most speedily;

(b) To supervise and control the expenditure of all money appropriated by the Board of Missions for the field to the end that there may be the least possible waste and the most possible good accomplished;

(c) To render to the Board of Missions an annual report of the work done during the year, the use made of the money appropriated, the present condition and the future needs of the work, and also such other special reports as may be required by the Board or its officers;

(d) To present to the Board annually a detailed statement of the estimated needs of the work for the ensuing year;

(e) To carry into effect the acts and provisions of the Board of Missions as set forth in this Manual and in its other actions.

40. The Mission shall meet at least once a year, **Mission Meetings.** at such time and place as it shall decide upon. It shall keep regular minutes of its proceedings, copies of which shall be sent to the Board soon after each meeting for approval. On questions involving requests for appropriations, the expenditure of funds and the stationing, transfer or recommendation to the Board for the retirement of missionaries, a two thirds vote shall be required. In all other cases a majority vote shall decide. On questions concerning the reception, advancement, stationing, recommending for license or ordination, dismissal and discipline of native evangelistic workers only ordained missionaries shall be entitled to vote.

41. Any missionary who is dissatisfied with a **Right of Appeal.** decision of the Mission regarding his appointment or the conditions under which he is required to work, may appeal to the Board for a final decision. When a missionary appeals to the Board, he shall send a copy of his statement of appeal to the Mission or its Executive Committee, and the

Board will not render its decision until it has heard from the Mission or its Executive Committee regarding the case.

42. The Superintendent and two members **The Executive Committee.** elected annually by the Mission shall constitute an Executive Committee which shall have power to act for the Mission, ad interim, in matters requiring immediate action; to see that the decisions of the Mission are carried into effect, and to perform such other duties as may be assigned by the Mission. The Executive Committee derives its powers from the Mission and for all its acts is answerable to the Mission. It shall keep a record of all its acts and decisions which shall be presented to the Mission at its annual meeting for ratification. There shall be as many regular meetings of the Committee during the year as the Mission may direct. Special meetings shall be held at the request of a station or at the call of the Superintendent. Each station may send a representative to the regular meetings of the Committee, such representatives to be considered as advisory members of the Committee. The Secretary of the Committee shall furnish each station with an official copy of the minutes of each meeting as soon as possible after the

meeting has been held. Except in cases of emergencies the Executive Committee shall not present to the Board a request for an action or for an appropriation until after such a request shall have been approved by a majority of the voting members of the Mission on the field.

43. The Officers of the Mission shall be a **Officers** superintendent, secretary, treasurer and such other officers as the Mission may deem necessary to facilitate its work. These officers shall be elected annually, except the Superintendent who shall be elected for a term of four years. Vacancies occurring between Mission meetings may be filled by the Executive Committee until the next meeting of the Mission.

44. It shall be the duty of the Superintendent, **The Superintendent.** (a) To preside at all the meetings of the Mission and the Executive Committee, when present; (b) To exercise general oversight in the affairs of the Mission; (c) To visit regularly all the stations and out-stations of the Mission and to inspect all the work of the Mission therein; (d) To encourage efficiency in the work of the Mission and to endeavor to bring all the forms of work to a unity of standard and aim;

- (e) To be present, if possible, at all the examinations of candidates for baptism as well as the preparatory and communion services and to have charge of these services, when present;
- (f) To render to the Mission an annual report of the condition of the work together with its outlook and needs;
- (g) To perform such other duties as the Mission may assign.

45. It shall be the duty of the Secretary to **The Secretary.** make correct records of the proceedings of all the regular and special meetings of the Mission and to transmit them to the Board. He shall have charge of all official correspondence between the Board and the Mission and shall keep a file of this correspondence which shall be open for inspection to all the missionaries. Communications of importance or of interest to the missionaries shall be dispatched to the various stations without delay. He shall see that all reports and minutes are in proper form and season sent to the Secretary of the Board and that all communications addressed to the Mission have a proper reply. He shall also perform such other duties and functions as shall be assigned by the Mission.

46. The Mission shall elect a Treasurer at its **Mission Treasurer.** annual meeting or when a vacancy occurs, said Treasurer to assume his duties at the time designated by the Mission; the election to be reported to the Board, and to be subject to its approval. It devolves on the Mission Treasurer to preserve carefully all deeds of Mission property and other legal papers not transmitted to the Board (in Stations where this is not convenient the Mission may assign this duty to the Station Treasurer); to keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all official correspondence properly belonging to his department. His books must be open to the inspection of any member of the Mission at any reasonable time.

47. The Mission Treasurer is the agent of the Board for the distribution of the amount appropriated for his Mission, and is responsible to the Treasurer of the Board for all funds forwarded by him, these funds to be kept in a bank or other safe depository approved by the Mission. No funds of the Board shall be loaned under any circumstances; nor shall payments be made without properly signed vouchers.

48. He is also the agent of the Board to enforce any rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and premium on exchange, etc. Such funds must be paid to him, and be by him reported to the Treasurer of the Board.

49. The Treasurer of the Board is directed to remit to each Mission Treasurer the amount appropriated for his Mission during the fiscal year of the Board, and only that amount; this to be forwarded regularly and preferably in monthly installments; bills of exchange to be negotiated by the Mission Treasurer as necessities require.

50. The receipts of such remittances are to be officially acknowledged by the Mission Treasurer, and for all such funds he must return an annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Mission at its annual meeting. This committee shall meet to audit the accounts of the Mission Treasurer as soon as possible after January 1st in each year.

51. In auditing the accounts the committee of the Mission is expected not only to examine the footings and vouchers for each payment, but also to report whether the disbursements under

appropriations were made in accordance with the vote of the Board.

52. The Treasurer of the Board may require, from time to time, concise statements of the condition of the Mission treasury with summary of receipts and disbursements in American gold, but the full detailed statement of the Mission must be rendered once each year.

53. The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without the special authority being obtained.

54. The Mission Treasurer shall devise reasonable rules to secure from Station Treasurers proper accounts, such rules to be approved by his Mission, and a copy sent to the Treasurer of the Board.

55. The Mission Treasurer shall render such **Treasurer's Report.** quarterly, annual and other reports of the money received and expended as may be required by the Board.

56. At the end of the fiscal year of the Mission, **Balance.** December 31st, all unexpended balances and unused appropriations shall revert to the treasury of the Board. The Treas-

urer of the Mission is, however, authorized to apply such balances for the work of the new year and shall give proper credit for the same in his books and reports.

57. At the annual meeting, the Mission shall **Estimates.** prepare a careful estimate of the probable expenses of the work for the following year beginning with the first of January. The estimate shall be divided into two classes. The first class shall embrace such current items as are absolutely necessary for the continuance of the work of the preceding year. The second shall embrace all proposed expenditures which are not contained in the first class. When asking for appropriations for new work, it is desirable that the Mission express its opinion as to the order of importance so that the Board may be guided in selection if the entire amount asked for cannot be granted.

58. In case any work is partially supported by **Field Receipts.** receipts from the field, the field receipts and expenses shall be carefully estimated and only that amount shall be asked for which is needed to meet the estimated deficit. Should the actual receipts exceed the estimated receipts, the excess can be used provided the consent of the Executive Committee of the Mission is first secured.

59. The appropriations made by the Board will always be in the currency of **Appropriations.** the country for which they are made, save in the matter of missionaries' salaries and children's allowances and items of expenditure in this country; and the probable value of the same in United States currency, commonly added, is simply an estimate, by which the Missions and Mission Treasurers are in no wise to be guided. The Mission must consider each year's appropriation as available only during the year for which they are made.

60. After the estimates are sent to the Board, **Special Appropriations.** special requests for grants cannot be considered except in extraordinary circumstances. When such cases arise, they may be presented to the Executive Committee of the Mission, who may send the request to the Board of Missions provided that a majority of the voting members of the Mission agree to the request.

61. The great end of missionary life and service **Supreme Aim of Work.** is the preaching of Christ crucified. All forms of work must be subordinate to this end, and all methods of missionary effort, medical, educa-

tional, industrial, etc., will be sanctioned and supported by the Board only as they contribute to a wider and more effective proclamation of the Gospel and give promise of vital missionary results.

62. No property shall be purchased nor any **Property** building erected for the Board until money has been regularly appropriated by the Board for the project. No property of the Board shall be mortgaged or assigned for a debt. Title deeds of the property shall be duly recorded in the way required by the government within whose territory the Mission is located and shall also be registered in the American Consulate. Diagrams of the lands and buildings should be sent to the Corresponding Secretary of the Board of Missions.

63. The Mission shall appoint a **Property Committee** Committee, without whose approval, in addition to the Board's appropriation, no plans shall be adopted nor any lands purchased. This Committee shall have general supervision of the erection of buildings. No building, enlargement, or alteration project involving an expense of \$100 or more shall be entered upon without its sanction. Copies of all plans approved by this Committee shall be sub-

mitted as soon as possible to the Mission or its Executive Committee, who shall forward them to the Corresponding Secretary of the Board.

64. Property not in use and not likely to be **Sale and Rent.** needed for missionary purposes should be disposed of as soon as a fair price can be obtained. Sales must be authorized by the Mission through the Property Committee and be confirmed in cases of real estate, by the Board of Missions.

65. A station consists of all the foreign missionaries appointed by the Board **The Station.** within certain limits prescribed by the Mission, and associate members as shall be determined by the Mission. The Mission shall decide who shall be the voting members. Each station shall hold regular and special meetings at which various questions of method and work arising on the field shall be discussed and decided upon. A record of the proceedings shall be kept and the same sent to the Mission for approval. Each station shall have control of all the missionary work within its field or circuit, under the direction of the Mission. Matters which arise requiring Mission or Executive Committee action should receive the consideration of the station

before presentation. Each station shall prepare annually for the consideration of the Mission an estimate of the amount of money needed for the coming year on the circuit. It shall also prepare for the annual Mission meeting a detailed report of all the work done during the year and it shall render such other reports and statements as the Mission may require. The individual missionaries shall submit such reports as may be required by the station or Mission.

66. Each station shall elect annually a chair-
Station Officers. man, secretary and treasurer. These officers shall perform the duties that usually pertain to their respective offices. The books, reports and correspondence of both secretary and treasurer shall be open for inspection by any member of the station at any reasonable time. When the Circuit Treasurer pays out unitemized sums to school, hospitals or other form of work, the persons receiving such sums shall keep books giving detailed accounts of the receipts and expenditures, which accounts together with those of the Circuit Treasurer shall be submitted to the Mission Auditors soon after the close of the Mission year for inspection and auditing. The station may, however, also require these books for an additional

auditing. Since all funds of the station are received through the Mission treasurer, he may require such reports and statements from station treasurers as may be necessary to safeguard the funds and to make up his reports to the Board.

67. It is desirable that individual missionaries **Letters.** and the secretaries of the Board shall correspond as fully and as frequently as may be expedient for mutual helpfulness in the prosecution of the work. All correspondence with the officers of the Board shall be on uniform paper, the writing to be on one side only. All official correspondence of whatever kind is to be typewritten. Though individuals may at any time write letters to the Board or its officers expressing their private opinions or convictions, only the official minutes and reports of the Mission shall be considered the voice of the Mission.

68. With regard to special gifts and special-
Special Gifts. ly supported objects, the following regulations shall be observed.

(a) Whenever possible special gifts shall be applied to objects already provided for under the regular appropriation.

(b) Such special gifts shall be paid into the regular fund and shall be paid out through the Mission and Circuit treasurers.

INDEX

PAGE	PAGE		
Aim of Work,	37	Ordained Missionaries, 6	6
Allowance for Children,	23	Outfit,	9
Appropriations,	37	Outfit, Return of	10
Appeal, Right of	29	Pensions,	22
Assignment to Field,	12	Property,	38
Correspondence,	41	Recall from Service,	25
Estimates,	36	Report Outfit Purchase,	10
Executive Committee, The	30	Requirements,	5
Expense of Journey,	11	Salaries of Mission- aries,	13
Furloughs,	15	Sale and Rent,	39
Furlough Travel,	16	Secretary, The	32
Furlough, Extension of	18	Special Gifts,	41
Interview with Officers,	8	Station Officers,	40
Knowledge of the		Station, The	39
Vernacular,	20	Superintendent, The	31
Medical Expenses,	19	Term of Service,	14
Medical Missionaries,	6	Testimonials,	8
Medical Outfit,	9	Treasurer, The	33
Mission, Duties of	28	Vacation on the Field,	19
Mission Meetings,	29	Withdrawal from Serv- ice,	23
Mission, Powers of	26	Wives of Missionaries,	7
Mission, The	26	Work In The Home- land,	18
		Women, Single	7

58,912